

Minutes



Strategic Policy and Planning Committee Special Meeting
Request for Proposal (RFP) – Workforce Services and One-Stop Operator
9/9/2020
1:30 p.m.

Attendees: Scott Watson, Kevin Vaughn, Missy Rudd, Beth Cicchetti, Shelly Bell, Erin Gillespie, and Amy Geiger

Members Absent: Cristina Parades, Renisha Gibbs, Antonio Jefferson, and Amber Tynan

Staff Present: Jim McShane, Matt Salera, Dee Robinson, and Trish Yahn

RECORDING: Patricia McCray

I. Call To Order

Vice-Chair Vaughn welcomed everyone and called the meeting to order at 12:34pm. He explained that if anyone is attending from the public, they are allowed to participate; however, public comment is held to a three (3)-minute limit.

II. Action Item I: Meeting Minutes Approval August 12th, 2020

Vice-Chair Vaughn drew the Committee's attention to the August 12th, 2020 meeting minutes. He asked if anyone had any questions or comments about the minutes. There were none.

MOTION: Vice-Chair Vaughn entertained a motion to approve the minutes; Amy Geiger made the motion, Beth Cicchetti seconded. **Action Item I Approved.**

III. ACTION ITEM II – Request for Proposal (RFP) – Workforce Services and One-Stop Operator

Matt stated per the Committee's Charter; they are responsible for developing the criteria for the RFP– Workforce Services and One-Stop Operator. Per federal law, CSCR must issue an RFP for any contract in excess of \$150,000 and this contract is the largest RFP contract CSCR issues. It is anticipated to be about \$2.2 million per year, excluding the work experience portion. It also carries three one-year extension options. In January of 2020, the same RFP was issued for these services. We received proposals and they were rated by the rating team formed by this Committee, and then COVID-19 struck.

With the pandemic and all the uncertainty, the decision was made by the CSCR Board of Directors to move forward and reject all proposals and provide a one-year extension to Dynamic Workforce Solutions, the current Workforce Services Provider and One-stop Operator. The one-year contract approved by CareerSource Capital Region for services through June 30th, 2021. CSCR is now looking again to release a new RFP. The RFP has been trimmed down from the one released in January to make it easier for potential proposers to provide their information. The timeline is very aggressive that Matt reviewed with the committee and that's because CSCR does not want to hold a special Executive Committee and Board of Directors meetings to accept a proposal. The RFP will be released on Monday, September 14th, for 30 days and will post answers to questions on the CSCR's website. The deadline for proposals to be submitted would be October 14th. The Board of Directors' approval is shy of two months after the proposals are due on December 9th.

During that period before or between proposals being received and the Board Of Directors approving to negotiate with the winning proposer, CSCR will have to receive the proposals and then send them to the rating team.

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Once CSCR receives the results from the rating team, they will compile the results. Then the results will go to the Executive Committee, and then those results will go to the full Board of Directors on December 9th. Once the approval is received from the Board of Directors, on December 9th, the target date to execute or negotiate a contract is January 31st. The January 31st target date is to allow at least five months to transition if a new service provider is selected.

Matt asked if any of the Committee members had questions about the Timeline or suggestions or edits related to the RFP document.

Scott asked Matt to explain what he meant by the RFP trimmed down from the last one.

Matt said yes, they limited the number of pages for each section to 15 pages for the responses. The last RFP response CSCR received was 300 plus pages. But CSCR has limited it to about 55 pages with the attachment, which makes it much easier to read.

Vice-Chair Vaughn asked if there are any other questions. If not, the Committee will vote to approve this Timeline.

MOTION: Vice-Chair Vaughn entertained a motion to approve the Timeline for the RFP– Workforce Services and One-Stop Operator; Missy Rudd made the motion, Amy Geiger seconded. **Action Item II Approved.**

IV. Information Item I – RFE Rating and Review Team

Vice-Chair Vaughn stated this is where we will need volunteers from this Committee. Vice-Chair Vaughn said he would be happy to serve as an RFP Rater on the Review Team.

Dee stated there is a difference last time. CSCR had only had one member that was a part of the review and rating team. This time CSCR requires three members from the Committee to increase the number of reviewers. The proposed rating team will consist of three SPPC members, two executive directors from other regions, a County Commissioner, and then one Board staff. Totalling seven raters and reviewers.

Amy Geiger agreed to volunteer, and so did Missy Rudd as an RFP Rater on the Review Team.

Vice-Chair Vaughn stated, he, Amy Geiger, and Missy Rudd will serve as the RFP Raters on the Review Team.

V. Adjourn

Vice-Chair Vaughn adjourned the meeting at 1:46pm.